

Thank you for contacting the Wisconsin Department of Natural Resources.
Enclosed are the project application materials you have requested.

These forms can be used to file your permit application with both the U.S. Army Corps of Engineers and DNR.

If you propose to alter a wetland, you will need to an Army Corps permit. The type of permit needed, and the length of the Army Corps review of your proposal, will depend on the extent of wetland alteration you propose.

You will also need Wisconsin Department of Natural Resources certification in order to use your Army Corps permit in most cases. Your Army Corps permit will identify if DNR approval is required. State law requires landowners to avoid wetlands whenever possible. To obtain DNR approval, you will need to explain why you cannot avoid or minimize wetland impacts and that the project will not significantly impact wetland functions.

To help us make a decision in the shortest time possible, please prepare the following information and send to the Water Management Specialist covering the county where your project is located:

1. **A copy of your deed or similar proof of ownership** (e.g. land contract, current property tax receipt).
2. **Good photographs that clearly show the existing project area.** Remember, too much snow cover or vegetation may obscure important details. If possible, have another person stand near the project area for size reference.
3. **Five (5) copies of a completed application Form 3500-53N including applicant information page and project plans.** When completing your application, **please use a ballpoint pen with black ink.** The site location sketch and plan drawings should be clear and to scale and have enough detail to find the site and understand the project proposal. **Also, make sure your phone number (both business and home) and property address or fire number is on the application.**
4. **Five (5) copies of a narrative description and drawings of your proposal**, on a separate blank page. Please state:
 - What the project is including length, width and depth,
 - How you intend to carry out the project, including methods, materials (type and quantity) and equipment,
 - Your proposed construction schedule and sequence of work,
 - What temporary and permanent erosion control measures will be used and their locations,
 - The location of any disposal area for dredged or excavated materials,
 - Types of trees and other plants found in the wetland,
 - Distance from your project to the nearest lake, stream or pond,
 - Surface area of wetland to be filled or excavated (square feet or acres).
5. **Wetland boundary information**
 - Show location of wetland boundary on project plan,
 - Who determined the wetland boundary and a date of determination,
 - The Department may require additional information such as:
 - Wetland data forms,
 - A property survey showing wetland boundary and data points,
 - An assessment of wetland functions and project impacts.

Please select the scale of the drawing carefully to fit all the necessary information on the application form. If necessary, use additional sheets. Be sure to draw all the plans as accurately as possible. The Department may require additional information to evaluate the project.

6. **A completed "Practicable Alternatives Analysis."**
7. **Five (5) copies of site maps.** Provide copies of relevant maps (when possible), such as USGS topographic map, Wisconsin Wetland Inventory map, FEMA floodplain maps, soil or zoning maps, with the project location clearly identified.

8. **Submit the appropriate application fee to DNR (complete Form 3500-53A)** if the Army Corps notifies you that you need DNR approval.

When you are finished compiling your application materials, remember to check your application for completeness. Then make copies of all materials so that you can submit **five copies** of the requested information to the Department. We also recommend that you keep a complete copy for your own records. Remember, incomplete applications may cause a delay in processing.

NOTE: Depending upon the type, complexity, and location of your proposed project, **processing can take 60 working days (3 months) or longer to complete a review, public notice and any required environmental analysis if your application is completed in detail.**

Please send the completed application to the Water Management Specialist for the county where your project is located (a complete listing of addresses by county can be found on the Waterway and Wetland Permits web page link below).

<http://www.dnr.state.wi.us/org/water/fhp/waterway/wmscoun.htm>

INFORMATIONAL REQUIREMENTS FOR PRACTICABLE ALTERNATIVES ANALYSIS

All of the questions must be answered in detail and supported with documentation (attach additional sheets if needed).

I. Background/Description of Project

A. Describe the purpose and need for the project.

B. Is your project an expansion of existing work or is it new construction? Explain.

C. When did you start to develop a plan for your project?

D. Explain why the project must be located in or adjacent to wetlands.

II. Alternatives (your analysis should address the following questions).

A. How could you redesign or reduce your project to avoid the wetland, and still meet your basic project purpose?

B. Other sites

1. What geographical area(s) was searched for alternative sites?
2. Were other sites considered?
3. Have you sold any lands in recent years that are located within the vicinity of the project? If so, why were they unsuitable for the project?

C. For each of the alternatives you identified, explain why you eliminated the alternative from consideration (include cost comparisons, logistical, technological, and any other reasons).

D. What are the consequences of not building the project? (include social and economic consequences):

If you have chosen an alternative that would result in wetland impacts:

E. Summarize why your alternative was selected.

F. Explain what you plan to do to minimize adverse effects on the wetlands during your project (e.g. erosion control, best management practices, setbacks, etc.).

PLEASE COMPLETE BOTH PAGES 1 & 2 OF THIS APPLICATION. PRINT OR TYPE. The Department requires use of this form for any application filed pursuant to Chapter 30, Wis. Stats. The Department will not consider your application unless you complete and submit this application form. Personally identifiable information on this form will not be used for any other purpose, but it must be made available to requesters under Wisconsin's open records law [s. 19.31-19.39, Wis. Stats.].

1. Applicant (Individual or corporate name)		2. Agent/Contractor (firm name)	
Address		Address	
City, State, Zip Code	Fire Number	City, State, Zip Code	
Telephone No. (Include area code)	Tax Parcel Number	Telephone No. (Include area code)	

3. If applicant is not owner of the property where the proposed activity will be conducted, provide name and address of owner and include letter of authorization from owner. Owner must be the applicant or co-applicant for structure, diversion and stream realignment activities.

Owner's Name	Address	City, State, Zip Code
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4. Is the applicant a business? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, is the permit or approval you are applying for necessary for you to conduct this business in the State of Wisconsin? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain why (attach additional sheets if necessary):	5. Project Location Address _____ Village/City/Town _____ Fire Number _____ Tax Parcel Number _____ Waterway _____ County _____ Govt. Lot _____ OR _____ 1/4, _____ 1/4, of Section _____ , Township _____ North, Range _____ (East) (West)
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6. Adjoining Riparian (Neighboring Waterfront Property Owner) Information

Name of Riparian #1	Address	City, State, Zip Code
Name of Riparian #2	Address	City, State, Zip Code

7. Project Information (Attach additional sheets if necessary)

(a) Describe proposed activity (include how this project will be constructed)

(b) Purpose, need and intended use of project

(c) I have applied for or received permits from the following agencies: (Check all that apply)

☐ Municipal ☐ County ☐ Wis. DNR ☐ Corps of Engineers

(d) Date activity will begin if permit is issued _____; be completed: _____.

(e) Is any portion of the requested project now complete?

☐ Yes ☐ No

If yes, identify the completed portion on the enclosed drawings and indicate here the date activity was completed:

I hereby certify that the information contained herein is true and accurate. I also certify that I am entitled to apply for a permit, or that I am the duly authorized representative or agent of an applicant who is entitled to apply for a permit. Any inaccurate information submitted may result in permit revocation, the imposition of a forfeiture(s) and requirement of restoration.

Signature of Applicant(s) or Duly Authorized Agent	Date Signed
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LEAVE BLANK - FOR RECEIVING AGENCY USE ONLY		
Corps of Engineers Process No.	Wisconsin DNR File No.	
Received By	Date Received	Date Application Was Complete

State / Federal Application for Water Regulatory Permits and Approvals

Form 3500-053 (R 4/01)

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Drawings of proposed activity should be prepared in accordance with sample drawing.

Location Sketch (Indicate scale)

Show route to project site: include nearest main road and crossroad.

N

1" = _____ ft.

Fire Number _____

Proposed Materials



Project Plans (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.)
Use additional sheets if necessary.

N

1" = _____ ft.

Top View



Cross Section